

HUMAN RESOURCES OFFICE
United States Section
INTERNATIONAL BOUNDARY & WATER COMMISSION
United States and Mexico
The Commons, Building C, Suite 100
4171 North Mesa Street
El Paso, Texas 79902

RECRUITING BULLETIN NO.: STEP 06-07

LOCATION OF POSITION: Yuma, Az

ISSUE DATE: **July 24, 2006** (Open Until Filled)
First Cut-off date: **August 24, 2006**

POSITION: Hydrologic Technician, GG-1316-03 (\$10.82 hourly)

TYPE OF APPOINTMENT: Students are appointed to the position under the ***Student Temporary Employment Program***; Excepted Service, Schedule B 213.3202(a). Students must be enrolled as degree/certificate seeking students and must be taking at least half-time course loads. Students are not eligible for noncompetitive conversion to a career or career-conditional appointment under this authority. ***U.S. Citizenship is required.***

WORK SCHEDULE: Limited to 20 hours per week, but may work up to 40 hours per week during non-school periods.

Duties: Performs a variety of hydrologic technician duties such as the following: calculates measurements; checks measurements; makes discharge record computations; performs water accounting documentation; assembles data; composes provisional water accounting reports for review; assist in the development of ground water data; and assist senior technicians with the assimilation and compilation of data for the Western Water Bulletin. With senior technicians, the incumbent operates a government motor vehicle to and from remote sites and works from a small boat in order to carry out water hydrologic and water quality data collection and testing duties. Performs water quality data collection and testing duties.

Working Conditions: The work involves moderate risks and discomforts, such as exposure to dust, grease, moving parts, varying weather conditions, swift currents, and heights. They sometimes require special safety precautions and gear.

Physical Effort: The work regularly requires physical exertion such as walking over rough, uneven, and rock surfaces; recurring crouching, stooping, stretching, reaching, lifting, and handling moderately heavy objects. A pre-employment physical examination (at your expense) is required.

WHO CAN APPLY: Applications will be accepted from all United States citizens. Accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the employing agency. If you need reasonable accommodation for any part of the application and hiring process, notify the Human Resources Office at 1-800-262-8857 ext. 4117 or (915) 832-4117, or by email at cindyerivez@ibwc.state.gov. You must meet all legal, and regulatory requirements as of the closing date of this announcement.

QUALIFICATION REQUIREMENTS: Students must meet the requirements as stated above in "Type of Appointment." In addition, the following table reflects the amounts of education and/or experience required to qualify:

<u>GRADE LEVEL</u>	<u>GENERAL EXPERIENCE</u>	OR	<u>EDUCATIONAL SUBSTITUTION PERMITTED</u>
GG-3	6-Months		Successful completion of 1 year of study above high school (30 semester hours) with with at least one course in subjects such as engineering, industrial technology, construction drafting, surveying, physical science, biology, or mathematics.

General Experience: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

HOW TO APPLY: To be considered for this position, you **must** respond to the evaluation factors listed below and complete and submit all of the forms and documents listed below to the address listed at the top of this page.

EVALUATION FACTORS: You are required to respond to the elements listed below. On separate sheets of paper, **(A)** fully describe your experience in working with the element to include when and where; **(B)** describe your education and training in the element; and **(C)** describe the most complex issue(s) with which you have dealt.

1. Basic knowledge of water accounting terminology, methods, and techniques sufficient to calculate measurements from recorded data, make discharge record computations, and compose reports.
2. Skill in performing arithmetic computations such as calculating means, prorating data, checking data plots, and applying coefficients.
3. Skill in operating a motor vehicle in a safe manner.
4. Skill in interpersonal communications, both written and oral, in order to establish effective working relationships and exchange factual information with persons within and outside the agency.

REQUIRED FORMS AND DOCUMENTS: You must submit the following forms and documents in order to be found eligible for consideration under this Recruiting Bulletin.

- 1) Standard Form 171, Application for Federal Employment; Or Optional Form 612, Optional Application for Federal Employment; Or any other format such as a resume with the specific information required by Optional Form 510, Applying for a Federal Job;

- 2) Optional Form 306, Declaration for Federal Employment;
- 3) IBWC Form 336, Ability to Drive Safely;
- 4) Verification of current enrollment as a degree/certificate seeking student and taking at least a half-time course load;
- 5) Copy of college transcript(s).

Note: As a condition of employment, salary payments will be made by Electronic Funds Transfer (EFT), known as Direct Deposit.

OBTAINING APPLICATION FORMS: You may obtain forms needed to apply under this JOA by downloading them from the USIBWC's website at: <http://www.ibwc.state.gov> or by calling the Human Resources Office at 1-800-262-8857 ext. 4117 or 915-832-4117 to have the forms mailed or faxed to you. Applications submitted "online" (through the internet) or faxed are not accepted. Your application package must be mailed to the following address: International Boundary and Water Commission, U.S. Section, 4171 N. Mesa, C-100, El Paso, Texas 79902.

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